

J S Wright & Co Ltd is committed to encouraging equality and diversity among our workforce, and eliminating unlawful discrimination. The aim is for the business to be truly representative of all sections of society, and for each employee to feel respected and able to give their best. In providing our services, we are also committed to the elimination of unlawful discrimination against clients, sub-contractors, suppliers and the public.

This policy's purpose is to:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.
- ensure that we adhere to the Equality Act 2010, by not unlawfully discriminating against protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation.
- ensure that we oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

J S Wright considers that equality and diversity in the workplace are good practice and make business sense. We wish to create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

We will make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so that their talents and resources can be fully utilised to maximise the efficiency of the business.

Our commitment to equality and diversity includes making managers and all other employees aware of their rights and responsibilities under the Equality Act 2010. Responsibilities include staff conducting themselves in such a manner as to provide equal opportunities in employment, and to prevent acts of bullying, harassment, victimisation and unlawful discrimination. All staff should understand that they, as well as their employer, can be held liable for such acts in the course of their employment, against fellow employees, customers, suppliers and the public.

J S Wright takes seriously any complaint of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of our work activities. Such acts will be dealt with as misconduct under the company's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice. Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

Details of the company's grievance and disciplinary policies and procedures can be found in the Staff and Foreman Handbook, document 4.5.1014 and the Site Employee Handbook, document 4.5.1000. Use of the company's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

We will review employment practices and procedures when necessary to ensure fairness, and also update them and this policy to take account of any changes in the law. In addition, we will monitor the make-up of the workforce regarding age, gender, ethnic background and disability, to encourage equality and diversity and in order to meet the aims and commitments set out in this policy.

This policy will be reviewed by the IMS team and Senior Management, and signed by the Managing Director on an annual basis.

Phil Leech
Managing Director
July 2019